

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Experience of working professionally and effectively in two or more of the following areas of HR work: case work, employee relations, organisational development, organisational reviews or HR Policy Development.
- Experience of advising and guiding managers on aspects of change management including but not limited to employee engagement strategies, TU consultation, delivering training and coaching/mentoring.
- Up to date knowledge of employment legislation, case law and current HR issues facing local government and how these affect HR policy development and practice
- Excellent written and verbal communications skills.
- CIPD Qualified
- Committed to diversity and anti-discrimination strategies.

Desirable

- Experience of Job Design and/or Job Evaluation
- Experience of complex case work
- Knowledge or awareness of Safeguarding within an HR setting

Part B

The following criteria will be further explored at the interview stage:

- Confident, conscientious with a strong customer focus.
- Professional curiosity.
- Ability to persuade/influence others and to apply critical reasoning.
- Ability to meet difficult challenges through use of personal initiative and work prioritisation.
- A committed team ethos with a flexible and collaborative approach to work.
- Ability to act discreetly and maintain confidentiality.